On-Line user Group
8/8/06 Meeting Notes

DRAFT

Action Items

- Ed/Diana: Will make calls to determine if there are any other online agencies that wish to participate in the online group. (SHHIP, Merced, Madera)
- Diana will establish a new Yahoo online user group and send out invitations. Also, an invitation to the existing EATF Yahoo user group will be sent to Jennifer and Kim.
- A subweb off of the EATF website will be created for the online user group.
- Ed/Diana will get clarification on whether the end of the year reconciliation (closeout) process still needs to occur now that the information is being captured in CATS?

Notes
- Meeting intervals: Group will meet on an as needed basis. Monthly face-to-face with the rest via conference calls (weekly or bi-weekly).

- Remote connection to prototype system will be available early September at which time the test environment should be ready.

- Screen Design:
    o Cell Shading – remove the cream color shading in the entry boxes, leave white
    o Row Shading – keep the row shading but change the color from tan to the same blue/violet shading as shown on page 6 of the screen concepts
    o Font – Arial. Change font size to either 11 or 12 pitch.

- Standards: Set by CSD and approved by group
    o Monitors – 17"
    o Screen resolution – 1024 x 768
    o Browser – Internet Explorer 6.0+
    o Windows based, not MAC friendly

- Testing:
    o User representatives/agency testers: Kim, RCAA; TDB, ATCAA; Jennifer/David, Project Go.
    o Customer & dwelling eligibility acceptance testing to begin mid-September.

- Trainers

- o Train-the-trainer or agency staff: Undecided at this time. We will wait until we have a better feel for the impact the new system will have on the agencies. Also, will poll the agencies during workshops on their preferences. Tentatively looks like 2 staff per agency.

- Job Hold status: Consensus is yes, agree with the functionality and include in the system design.

- Communication: To be revisited after Sept. workshops

- System Roles:
  - o Administrative
  - o Agency Input (read, add, edit)
  - o Agency Review (read only)

  - Reports (on screen or hard copy)
    - o Year-to-Date expenditures
    - o Contract balance
    - o Frequency of installation of items
    - o Average cost per job
    - o Measures – per average
    - o Demographics
    - o Earned measures reimbursement (final list)
    - o Ability to draw a report on anything entered into system
    - o Poll agencies during workshops to determine any other reporting needs.

  - Workshops – Statewide, 8 sessions in September. Executive Directors, Program Managers and Fiscal Officer should attend.